



BARRINGTON, NH SELECT BOARD MINUTES

Monday, April 12th, 2021

The Select Board meeting for Monday, April 12th, 2021 began at 6:02 p.m. The meeting was held by remote participation via a Microsoft Teams Meeting due to the COVID-19 pandemic, in accordance with [Emergency Order #12](#), pursuant to [Executive Order 2020-04](#). In attendance were Chairperson Knapp, Vice-Chair Saccoccia, Selectperson Ayer, Selectperson Bailey, Selectperson Mannschreck, Town Administrator (TA) Maclver, and Municipal Office Administrator (MOA) Caudle.

6:02pm. The meeting was called to order by Chairperson Knapp.

RSA 91-A EMERGENCY PROVISIONS/SELECT BOARD CHAIR EMERGENCY DETERMINATION

6:02pm. Chair Knapp read the emergency provisions of the State of Emergency and explained how this meeting is accessible as well as how to access future meetings.

ROLL CALL ATTENDANCE

6:04pm. Select Board attendance was taken via Roll Call: Ayer- Present, Bailey – Not Present, Mannschreck – Present, Knapp – Present, Saccoccia – Present. The Select Board members shared their locations and stated that at present, they were alone in their respective locations with no one influencing their votes.

PLEDGE OF ALLEGIANCE

6:05pm. Chair Knapp led the Pledge of Allegiance.

NON-PUBLIC SESSION

6:05pm. Motion to enter Nonpublic Session for reasons of reputation by Chairperson Knapp, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

6:31pm. Motion to exit non-public session by Selectperson Mannschreck, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

RETURN TO PUBLIC SESSION

6:34pm. Chairperson Knapp resumed public session and explained the meeting had opened in Public Session at 6pm, with the opening completed at that time prior to entering nonpublic session.

Motion to seal the nonpublic minutes for reputation by Chairperson Knapp, seconded by Selectperson Mannschreck. Selectperson Bailey requested an amendment to seal indefinitely, which Chairperson

Knapp accepted. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

PUBLIC HEARINGS

There were no public hearings.

APPOINTMENTS

Planning Board Appointment

6:35pm. There is one vacancy for a one-year term on the Planning Board, and two candidates for the position: Andrew Melnikas and Steve Diamond.

Motion to appoint Mr. Melnikas to one-year full appointment, with Mr. Diamond as alternate by Selectperson Bailey, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – No, Bailey – Aye, Mannschreck – No, Saccoccia – Aye, Knapp – No. ***The motion failed.***

Motion to appoint Mr. Diamond to one-year full appointment, with Mr. Melnikas as alternate by Selectperson Mannschreck, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – No, Mannschreck – Aye, Saccoccia – No, Knapp – Aye. ***The motion passed.***

Surplus Equipment Bid Award

6:39pm. The Town recently [advertised](#) for sealed bid two pieces of surplus equipment. As of noon today, there were ten bids for Truck 1, the former fire tanker, and five bids for Truck 2, the highway vehicle.

Truck 1 – Fire Tanker (1996 International)		Truck 2 – Highway Truck (2003 International)	
Stephen Twombly	\$6,600	Stephen Twombly	\$8,800
Gary Mussler	\$555	Gary Mussler	\$555
D.E. Ayer Industrial Svcs	\$5,400	D.E. Ayer Industrial Svcs.	\$4,800
Dave Vendetti, VS Transp.	\$2,255	David Vendetti, VS Transp.	\$4,555
Anthony Wojesiak	\$3,150	Jerome Canney	\$10,500
Leo Tremblay (sub 2x)	\$6,500		
Tim Belanger	\$3,725		
Robert Burnham	\$4,328		
Scott Barry Trucking	\$5,551		
Josh Lennon	\$2,500		

Motion to award Truck 1 to Stephen Twombly for a cost of \$6,600 by Selectperson Mannschreck, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Abstain, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Motion to award Truck 2 to Jerome Canney for a cost of \$10,500 by Selectperson Bailey, seconded by Selectperson Mannschreck. Roll Call Vote: Ayer – Abstain, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

PUBLIC COMMENT

Public Comment is limited to three minutes per person, and 15 minutes total.

6:48pm.

Melissa Huette, Library Director – Invited all to participate in the Library’s [collaborative art project](#), decorating and putting together a large puzzle to show all the unique identities in Barrington.

Rick Walker, Fire Chief – Shared that at the last Tricentennial Committee meeting, they decided the 2021 ornament will be the original schoolhouse, and the 2022 ornament will be the Town logo with Stonehouse Pond.

Selectperson Bailey - Requested that Tricentennial Committee updates be added to each meeting under “Old Business” to keep all updated.

6:52pm. Public Comment closed.

REVIEW OF MINUTES

6:52pm. Motion to approve the meeting minutes for [March 22nd, 2021](#) by Vice Chair Saccoccia, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

STAFF REPORTS

April Work Anniversaries

6:52pm. Thank you for your hard work and dedication to Barrington!

George Joy	Police Chief	22 Years
John Boodey	Firefighter/EMT	18 Years
Debra Griffin	Town Clerk Assistant	10 Years
Linda Markiewicz	Tax Collector	8 Years
Chris Eldridge	Firefighter/EMT	8 Years
David Kinnison	Firefighter/EMT	5 Years
Kristen Montesano	Processor Library Assistant	3 Years
Alex McCormack-Kuhman	Program Coordinator	1 Year

Employee Acknowledgement

6:53pm. Erin Paradis was named “Safety Champion” by UNH T2 Technology Transfer Center. Congratulations, Erin!

Requests for Signature

6:54pm. Municipal Office Administrator Caudle presented for signature:

- Three administrative abatements
- One request to cut wood or timber
- Meeting minutes approved earlier this meeting for the March 22nd 2021 meeting
- Two oaths for the planning board placements approved earlier this meeting

OLD BUSINESS

Deer Ridge Tree Trimming

6:55pm. This project was included in [the 2021 Road Construction Projects Overview](#). Due to a lack of responses to the previous deadline, it was extended to noon today, and the bid was opened at noon. Urban Tree was the sole bidder at \$19,500. Motion to award the bid to Urban Tree Service for \$19,500 by Vice-Chair Saccoccia, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

2021 Paving Bid Award

6:57pm. Bids were opened at noon on April 7th, 2021. Bids were received from Advanced Excavating and Paving (\$618,512.00), Busby Construction (\$566,620), Pike Industries (\$570,195), and R&D Paving (\$624,405.54). All firms were asked if they would honor the bid through the balance of the year. As of the meeting, Advanced, Pike, and R&D had confirmed they would. Busby had not responded. Due to prior experience and cost, Road Agent Marc Moreau recommended Advanced Excavating and Paving.

Motion to award bid to Advanced Excavating and Paving for \$618,521.00 by Chairperson Knapp, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

2021 Assessing Statistical Update Details

7:08pm. The Assessor [prepared a memo](#) with anticipated timeline and reasons for the statistical update following the full revaluation in 2019. A link to the memo will be included in first half tax bill insert.

Finance and Human Resource Administration

7:12pm. The Town is currently looking to fill the [Human Resources Administrator](#) position. Resume review will begin on April 16th, with interviews to begin shortly thereafter. Chairperson Knapp suggested TA MacIver reach out to former Select Board member Tracy Hardekopf, and the Board agreed by consensus to do so.

The Select Board agreed by consensus to include Selectperson Mannschreck in the selection process.

COVID-19 Screening, Exclusion, and Travel Policy Review and Update

7:15pm. Motion to accept the updated [Covid-19 Screening, Exclusion, and Travel Policy](#) by Vice-Chair Saccoccia, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

TA MacIver thanked the school for inviting the Recreation Department to their vaccination pod.

Recreation Use of Redemption Road Town-Owned Lot

7:17pm. The Recreation Department was asked to evaluate future plans for use of a Town-Owned Lot on Redemption Road, Map 234, Lot 1. In response, they [presented an overview](#) of development for a phased project over 10 years, to include a green, open space, a walking path, and pavilion, with plans for varied recreational opportunities for residents. The Select Board expressed support by consensus.

Expiration of Waiver of Site Review Requirements

7:26pm. To allow for outdoor dining and entertainment in response to the COVID-19 pandemic, enforcement of Site Review Requirements were waived through June 1st, 2021, following extension on August 24th, 2020 and December 7th, 2020. Businesses were asked to bring applications before the Planning Board if they wish to continue their expanded operations beyond June 1st, 2021. The Select Board declined to extend the waiver further.

2021 Roadside Cleanup

7:30pm. Erin Paradis, Transfer Station Administrator discussed the third annual [Roadside Cleanup](#) event, and encouraged all to participate. Residents are encouraged to pick up bags ahead of time if possible, and to contact Erin with any questions (eparadis@barrington.nh.gov or 603-664-0166).

NEW BUSINESS**Emergency Operations Plans Update Grant**

7:33pm. The Fire Chief would like to pursue a grant through the State office of Homeland Security and Emergency Management in order to update the Emergency Operations Plan, which is due in 2021.

Motion to pursue the grant by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Scheduled Police Cruiser Purchase

7:34. Two police vehicles have recently been unexpectedly totaled and required replacement. Additionally, either Unit 2 or 7 will need to be replaced according to the replacement schedule. The Police Department budget is approximately \$10,000 short of the purchase and outfitting of a new Charger.

Motion to authorize the cruiser purchase and to utilize \$10,000 in surplus funds at the end of the year to pre-order a 2022 cruiser.

Motion to allow TA MacIver and Police Chief Joy to make a decision based on the feedback they receive on cruisers 2 and 7 and move forward with the replacement of the recommended unit by Chairperson Knapp, seconded by Selectperson Bailey. Roll Call Vote: Ayer – No, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

TA MacIver requested clarification on whether the Board is willing to consider spending \$10,000 in surplus funds to put a down payment on a new cruiser for next year.

Chairperson Knapp would be in support to utilizing funds from the general fund, as the Town received \$11,500 in unanticipated funds from the sale of two pieces of equipment.

Motion to authorize the use of \$10,000 from the General (Incident) Fund through sale of police cruisers by Chairperson Knapp, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Unanticipated Equipment Replacement and Re-Insurance Capital Reserve

7:53pm. The Town is generally successful in properly planning and setting funds aside for anticipated equipment replacement schedules. However, as has been shown recently, vulnerabilities exist when unanticipated replacement needs are identified. Other Towns establish dedicated reinsurance accounts for the sole purpose of covering those costs when they occur, with a set target balance that is not exceeded. The Select Board was asked to consider the establishment of such an account by warrant and approval at Town Meeting.

The Select Board declined to consider establishing this account.

Oak Hill Road and Franklin Pierce Highway Drainage

7:59pm. Well-documented drainage issues exist at the southern end of Oak Hill Road near Franklin Pierce Highway (Route 9). NH Department of Transportation (NHDOT) has offered to allow the Town to tie drainage in that area into their system in order to prevent the icing in that area. There is also a possibility of a culvert failure in the area that must be addressed. In order to assess the necessary repairs and reconfiguring of the road, the road will need to be temporarily closed.

The Select Board agreed by consensus to consider a plan, including road closure, to address the concerns at the intersection of Oak Hill Road and Franklin Pierce Highway (Route 9).

Select Board Signature Duties and Schedule

8:09pm. The Select Board regularly execute documents on behalf of the Town, including manifests, state forms, deeds, contracts, oaths, and other statutory requirements. The majority of documents are submitted for electronic signature through DocuSign.

The accounts payable manifest is one of the most time-sensitive documents and is sent to the Select Board on Thursday mornings, requiring signature by Tuesday morning.

The Select Board has previously authorized certain exceptions which allow checks to be issued prior to receiving a signed manifest to meet legal requirements and to avoid late fees and penalties. These exceptions include:

1. New Hampshire Retirement System
2. HealthTrust
3. Tax payments
4. Previously authorized Purchase Orders
5. Payroll

After each Select Board meeting, either Monday evening or Tuesday morning, a packet will be sent requiring signature from items addressed at that meeting. Thursday evenings a packet is sent with all additional non-time sensitive materials collected through the week. There are also time-sensitive items sent to Board members as necessary.

The Select Board declined to make any changes to allowed exceptions or the signature schedule.

Community Plastics Recycling Challenge

8:13pm. The Recreation Department and Transfer Station and Recycling Center have partnered to bring the [TRES Community Plastic Film Recycling Challenge](#) to Barrington. Collection stations will be at the Transfer Station, Recreation Department, and Town Offices. This six-month initiative challenges schools and communities to collect at least 500lbs of plastic film to be recycled into a park bench which is made from those same plastics. The collection timeframe is April 1st through September 30th.

SELECTPERSONS REPORTS

8:17pm.

Selectperson Ayer – Conservation is focusing on Richardson Pond Dam. Town Lands is reviewing Town owned properties. Town Lands is also looking into logging the Goodwill/Richardson property and other Town properties.

Selectperson Bailey – June 5th there will be a perennial sale 8am-12pm along with a used book sale. The library will allow computer use 10am-1pm. Books in Bloom is planning an event in the summer.

Selectperson Mannschreck – Spoke with the School Superintendent and attended school board meeting on 16th. Dave Gibson was elected chair, Moira Taylor Vice-Chair, and Nonpublic Secretary is Carrie Neill. They're planning two workshops to evaluate this year and to plan for next. The Superintendent proposed school will end on June 18th, but they are expecting 1/3 of students to need additional work during the summer. Executive order 89 required 5 days of in-class learning beginning 4/19, which is already being met. Transfer Station and Recycling Center Review Committee ran surveys which resulted in the majority of individuals answering they liked the hours, while some wanted Thursday's hours year-round and increased hours on Tuesday. 56 people liked the services as they are, while some would like a brush pile or swap shop. Summer hours including Thursdays will begin the 5th of June. Most residents are in support of the sticker system. There is discussion of improvement to composting and textiles, ways to improve recycling in Town. The Advisory Budget Committee has not met since the last report.

Vice-Chair Saccoccia – The Recreation Department reviewed the property on Redemption Road. Summer camp registration ends tomorrow.

Chairperson Knapp – Planning Board met last Tuesday, none made it through the approval process, though some questions were answered. There is a Technology Committee meeting tomorrow.

Chairperson Knapp requested an update with the Town Hall Building Committee and praised the connection that has been built with the school.

Vice-Chair Saccoccia requested the taxes for Frisbie Hospital were changing from the PILOT program as they're no longer non-profit. TA MacIver confirmed this has already happened.

PUBLIC COMMENT

8:30pm. There were no public comments.

8:31pm. Public Comment closed.

NON-PUBLIC SESSION

8:31pm. Motion to enter non-public Session for reasons of personnel, reputation, and legal by Vice-Chair Saccoccia, seconded by Selectperson Ayer. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

9:49pm. Motion to exit non-public session by Chairperson Knapp, seconded by Vice-Chair Saccoccia. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

RETURN TO PUBLIC SESSION AND ADJOURNMENT

9:50pm. The Select Board returned to public session.

Motion to seal the non-public minutes indefinitely to protect the reputations of those discussed by Vice Chair Saccoccia, seconded by Selectperson Bailey. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

9:51pm. Motion to adjourn April 12th, 2021 Select Board meeting by Selectperson Mannschreck, seconded by Chairperson Knapp. Roll Call Vote: Ayer – Aye, Bailey – Aye, Mannschreck – Aye, Saccoccia – Aye, Knapp – Aye. ***The motion passed.***

Links to all reviewed documents can be found in the April 12th, 2021 [Town Administrator's Report](#).

DocuSigned by:

C21B9AB96A2A4C0...

Chairperson A. Knapp

DocuSigned by:

E1ACA5424ADD49C...

Selectperson G. Bailey

DocuSigned by:

7CC28395A3194D3...

Vice-Chairperson J. Saccoccia

Selectperson D. Ayer

DocuSigned by:

1864FFCD61D944D...

Selectperson D. Mannschreck

April 26th, 2021
Date Minutes Were Approved